

# Truck and Bus Regulation 2013 How to Report Summary

Last Revised December 14, 2012



## 1) Introduction

This guide summarizes the steps you need to take to report vehicle information online or on paper forms to use flexibility options in the Truck and Bus regulation. There are no fees associated with reporting. Fleets that report online do not need to submit paper forms, and may easily view and update fleet information. Paper forms are located at the back of this guide.

The Truck and Bus regulation applies to nearly all privately and federally owned diesel fueled trucks and buses and to privately and publicly owned school buses with a gross vehicle weight rating (GVWR) greater than 14,000 pounds. The compliance requirements for school buses are different and reporting is not required. The regulation does not apply to state and local government vehicles, most solid waste collection trucks, drayage trucks that transport marine cargo, and public transit buses because they are already subject to other regulations.

The information provided in this guide is not a substitute for reading and comprehending the regulation. You should understand terms defined in the regulation, know the requirements, and understand if your vehicles qualify for exemptions or extensions. The regulation language, advisories, fact sheets, and other compliance tools for the Truck and Bus regulation can be found at [www.arb.ca.gov/dieseltruck](http://www.arb.ca.gov/dieseltruck).

## 2) Who Needs to Report?

Compliance requirements are currently in effect for heavier vehicles with a GVWR greater than 26,000 lbs. Individuals and companies that own three or fewer diesel vehicles and qualify for the Small Fleet Option can delay compliance for their heavier vehicles until January 1, 2014 by reporting. Small Fleets with 1996 to 2004 model year engines should report by January 31, 2013. Fleet owners that reported in 2012 to use flexibility options should update their information for 2013. All fleet owners can still report to qualify their vehicles for the following flexibility options or extensions:

- Log truck phase-in option
- Low-use operation
- Manufacturer delay
- NOx exempt area operation

## 3) Who Does Not Need to Report

You do not need to report if you are complying with the engine model year schedule and do not plan to take credits or use extensions. Clean-up requirements for with a GVWR from 14,001 to 26,000 lbs. begin January 1, 2015 and do not need to be reported. Motorhomes or pick-ups used solely for personal use are exempt from the regulation and do not need to be reported.

## 4) How to Report

You can report online and manage your fleet information or you can use paper forms and mail them in. You can report online by using the Truck Regulation Upload, Compliance, and Reporting System (TRUCRS). The link is [https://ssl.arb.ca.gov/ssltrucrsto/trucrs\\_reporting/reporting.php](https://ssl.arb.ca.gov/ssltrucrsto/trucrs_reporting/reporting.php). Here you will be able to login if you already have an account, or request your password if you have forgotten your login information. The paper forms at the end of this document identify all information needed, and can be used to collect the information for reporting online, or to be mailed. Please do not do both.

If you already reported in 2012 you have the ability to edit and modify the information in the online reporting system. You can also update the odometer readings of vehicles that are using mileage based extensions. Other flexibility options and extensions appear in the reporting system but required reporting in the beginning of 2012 to opt-in and are no-longer available. Your information will not be saved if you select one of these options unless you are making a replacement of a vehicle that was already approved for the option or extension.

If you do not know your login information or you are unsure if you have reported previously you may contact us by phone at 866-6DIESEL, or you can send an email to [trucrs@arb.ca.gov](mailto:trucrs@arb.ca.gov).

## 5) What information do I need to report?

In general, all fleet owners that report will need to report owner information and information for each vehicle. A summary is given here.

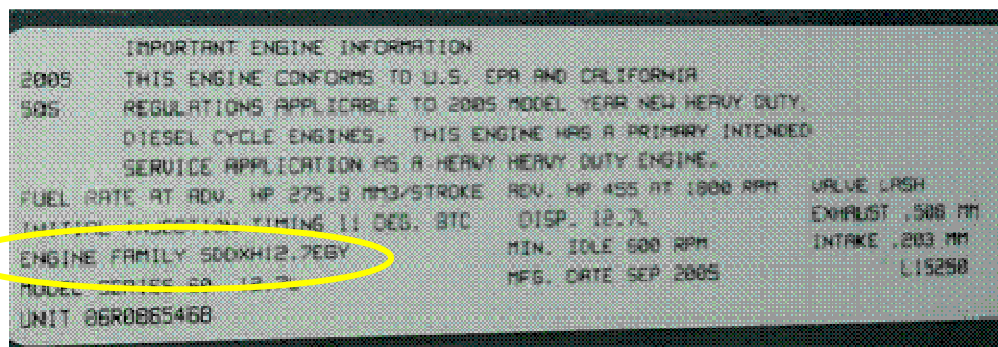
### Owner Information

- Legal Owner name
- Company name
- Tax Identification Number – for sole proprietor, it may be social security number
- Company type
- Company address (street, mailing, and record keeping)
- Responsible official contact information
- Contact information
- Permit number (USDOT, Calif. Carrier, IRP, or PUC)

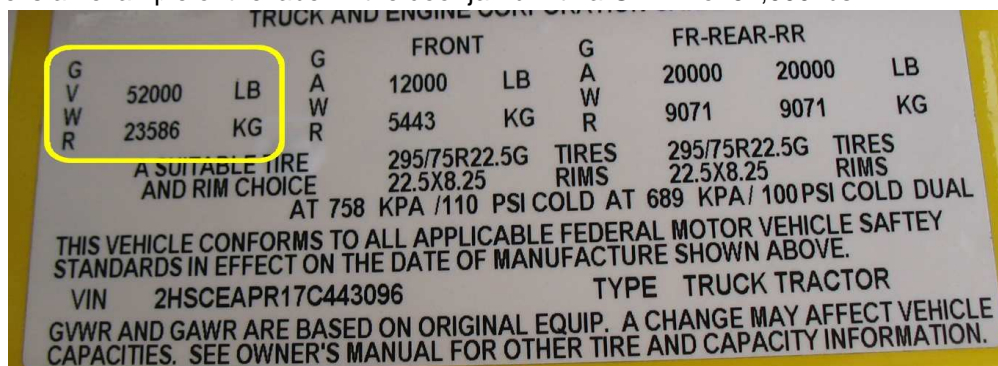
### Vehicle information, each vehicle

- VIN
  - Owner vehicle ID – Owner chosen name
  - Vehicle type
  - Vehicle model year
  - Vehicle Model
  - Vehicle manufacturer
  - License plate number
  - State or province where registered, type of registration
  - Engine manufacturer and model
  - Engine model year
  - Engine family number (See below)
  - Date Vehicle was placed into service
  - Gross Vehicle Weight Rating (label in door jamb, see below)
  - Fuel type
  - PM filter manufacturer, family #, serial #, installer info., date installed
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Here is an example of where an on-road engine family name can be found on the label. In this example the digits you would provide are: 5DOXH12.7EGY



Here is an example of the label in the door jamb with a GVWR of 52,000 lbs.



## 6) Key Topics Related to Reporting

**Small Fleet Option** – Be sure to answer yes to the question “Does the fleet owner have three or fewer diesel vehicles with a GVWR above 14,000 lbs.” on the owner information page.

**Retrofit PM Filter Information** – Provide the information about the retrofit PM filter that is installed and information about the company that completed the installation. No additional information is needed for PM filters that were originally equipped by the engine manufacturer.

**Manufacturer Delays** – Fleet owners that ordered new equipment 4 months before the compliance deadline will not be penalized if the installation is delayed due to manufacturer delays. If you qualify for this extension, enter the date the verified PM filters, engine, or vehicle was ordered.

**Log Truck Phase-in Option** – You must specify whether this truck will be included in the log truck phase-in option. The number of log-trucks that are eligible for the log-truck phase-in option are limited to the number of trucks in the fleet as of January 1, 2009 with a GVWR greater than 14,000 lbs. You must report to use this provision no later than January 31, 2014. Fleets must meet reporting and labeling requirements when taking advantage of this provision.

**NOx Exempt Area Vehicles** – Identify whether or not the vehicle will use the extension for vehicles which operate exclusively in NOx exempt areas. You must report to use this provision no later than January 31, 2014, and you must comply with the regulation no later than January 1 of the compliance year. You must meet reporting and labeling requirements when taking advantage of this provision. The NOx exempt areas include the following counties: Alpine, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Monterey, Plumas, San Benito, San Luis Obispo, Santa Barbara, Santa Cruz, Shasta, Sierra, Siskiyou, Northern Sonoma, Trinity, Tehama, and Yuba.

**Low-Use Vehicles** – Low-use vehicles are exempt from the general requirements of the regulation, but must meet reporting and record keeping requirements. Vehicle mileage and dates must be provided in this section, as well as hour meter readings if applicable. Odometer readings from January 1 of the compliance year must be reported by January 31 of the compliance year to qualify.

**Public Funding** – If you received any public funds toward the purchase of the vehicle, engine replacement, or PM filter, you must enter the beginning and ending dates of the contract period.

**Low-Mileage Construction** – The opt-in period for low mileage construction trucks is closed. This option is displayed if you claimed the extension in 2012. You can replace vehicles and retain the extension, but you cannot increase the number of trucks using the extension.

**Ag Extensions** – The opt-in period for the agricultural vehicle extensions is closed. This option is displayed if you claimed the extension in 2012. You can replace vehicles and retain the extensions, but you cannot increase the number of trucks using the extensions.

**Two-engine Sweeper Auxiliary Engine** – You must report information about auxiliary engines on two-engine sweepers. You do not need to report hour meter readings except for Tier 0 auxiliary engines. Tier 0 Auxiliary Engines may not operate more than 450 hours per year until January 1, 2014, and no more than 100 hours per year thereafter.

### ***a) Report Online***

Using the online reporting system is a convenient way for truck owners to report their fleet information. Fleet owners that report online at [www.arb.ca.gov/dieseltruck](http://www.arb.ca.gov/dieseltruck) can view and manage their fleet information and do not need to use paper forms. When follow-up information is needed, such as when a truck is replaced, retrofitted, or yearly mileage needs to be updated, it is simple to go into the existing account, and update information.

Here is a summary of how online reporting is done:

1. Use the "Create a New Account" button and select a user name and password.
2. Login with the "Existing User" button
3. Enter the owner information
4. Enter the information about each vehicle you are reporting

You can save your information at any time and may come back later to enter information to complete reporting. Larger fleets have the option to use a spreadsheet to upload vehicle information into their online account.

### ***b) Report on Paper Forms***

If you do not have access to the internet, then fill out the company information on the Owner Contact Information Form 112a. Then, fill out the Vehicle Information Form 112b for each vehicle you are reporting.

Fleets must comply by January 1 of each compliance year. Fleet owners that choose to report to use flexibility in the regulation must submit the fleet information by January 31 of each compliance year. If you have the ability to scan your application, you can email your application to [TRUCRS@arb.ca.gov](mailto:TRUCRS@arb.ca.gov). Otherwise, attach the vehicle information pages for each vehicle to the owner page and mail in the copies. We recommend that you send your application via certified mail, however that is not required. Mailed applications must be postmarked by January 31, of the compliance year, to be considered on time.

### ***c) Updating Information***

Anyone who has reported and is taking advantage of the flexibility options for heavier vehicles will need to update their vehicle and owner information as it changes. If you have added, or removed vehicles from your fleet, installed filters, or upgraded engines on any of your vehicles you must report that information within 30 days. If you reported for a mileage based provision such as the Low Mileage Construction Truck provision, the Agricultural vehicle provision, or the Low-Use provision, you will need to report your odometer reading as it was on January 1 of the compliance year.

When removing a vehicle that is taking a mileage based provision you will need to provide the odometer reading as of the last day it was in your fleet, and the date it was removed from your fleet.

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Form 112a

## 2013 Truck & Bus Regulation Reporting Form

### Owner Information

Use this form if you have not previously reported. Submit only one form per fleet, with one vehicle form for each qualifying vehicle being reported

TRUCRS Identification Number (Skip if reporting for first time):

TRUCRS ID

### Owner Information

Legal Owner First and Last Name

Company/ Agency Name (and DBA)

Tax Identification number

Company/ Agency Type (check one)

☐ Sole Owner ☐ Corporation ☐ Not for Profit ☐ Federal Other \_\_\_\_\_

Parent Company TRUCRS ID (if any)

Responsible Person First Name

Responsible Person Last Name

Responsible Person Title

Street Address

City

State

Zip

Country

Mailing Address

City

State

Zip

Country

Records Address

City

State

Zip

Country

### Motor Carrier Identification (Report all of the following that apply. Enter "NA" if not applicable to your business.)

US Department of Transportation (USDOT)

California Carrier Identification (CA)

International Registration Plan (IRP)

Public Utilities Commission

### Contact Person

Contact First Name

Contact Last Name

Company

Contact Email Address

Contact telephone number (Area Code and number)

( ) -

Are you completing this form as a paid consultant?

☐ Yes ☐ No

### Additional Information

Is this a farming business?

☐ Yes ☐ No

Is the business licensed by the California Contractors State License Board?

☐ Yes (CSLB #: \_\_\_\_\_) ☐ No

Enter off-road PM filter credits you are claiming and DOORS ID (not common).

Credits \_\_\_\_\_ DOORS ID \_\_\_\_\_

Do you have 3 or fewer diesel vehicles more than 14,000 lbs. GVWR under common ownership and control?

☐ Yes ☐ No

**I attest the information provided in this form is true and correct.**

Print Name of owner or responsible person

Title

Date

**Form 112a**

\* Means Required Information

**2013 Truck & Bus Regulation Form****Owner Information**

Use this form if you have not previously reported. Submit only one form per fleet, with one vehicle form for each qualifying vehicle being reported

You can report and manage your fleet information online without using paper forms at [www.arb.ca.gov/dieseltruck](http://www.arb.ca.gov/dieseltruck)

You must provide information about your business on this form if you are a new fleet or you need to update your owner information. In addition, you will need to attach a vehicle information form for each diesel vehicle in your fleet that you are providing new or updating information for, and indicate at the top of the form if you are adding, removing, or editing the vehicle. If you do not have a TRUCRS ID one will be created when you turn in your fleet information. Fleets that reported previously should identify the TRUCRS ID in the space provided. A new owner form is not needed if you have already reported.

If you are a company with different divisions and each division will be responsible for complying separately. Submit a form for each fleet manager that will be reporting fleet information and attach the appropriate vehicle forms for each division. Information submitted by paper will be entered into the online reporting system, and users will be able to manage their fleet online. If you are a subsidiary, please include the TRUCRS ID of your corporate parent.

On this Owner Information Form, you will need to enter information about the fleet owner, responsible official, the contact person, authority to operate numbers, and some additional information needed for determining compliance. All required fields are marked with an asterisk. The information must be completed, if you do not complete the form your application will be considered incomplete

Mail the owner information form and a vehicle information form for each vehicle to:

**Truck & Bus Reporting, 5<sup>th</sup> Floor**  
**PO BOX 2815**  
**California Air Resources Board**  
**Sacramento, CA 95812**

If you have any questions or need help completing the forms, please contact us at 866-6DIESEL (866-634-3735) or by email at: [8666diesel@arb.ca.gov](mailto:8666diesel@arb.ca.gov).



**Form 112b****2013 Truck & Bus Regulation****Vehicle Information Form**

Complete one form for each vehicle and submit with owner information form

If you have previously reported your owner information, provide the TRUCRS ID and you don't need to fill the Owner Information Form. Check the appropriate box below when updating information after January 1, 2012 about the vehicles in your fleet, or if you are removing vehicles from your fleet. If you are reporting for the first time, complete all sections for each vehicle. **TRUCRS ID** \_\_\_\_\_

☐ Add vehicle (Enter date if added after January 1, 2012). Date added \_\_\_\_\_

☐ Remove reported vehicle. Date removed \_\_\_\_\_ (Complete 1<sup>st</sup> two rows of Vehicle Info. and Odometer data)

☐ Report change in compliance status for vehicle that was previously reported. Date of change \_\_\_\_\_
**Vehicle and Engine Information**

Vehicle identification number (VIN)*	Your own ID (optional)	Vehicle body type (See list below)*		Vehicle model year*
Vehicle manufacturer*	License plate number*	State or Province of Registration*	Registration Type* (Circle one) Annual   Monthly   Not Registered   Non-operational	
Engine manufacturer*	Engine model year*	Engine family number*	Engine Model	

Skip next row unless the vehicle is a sweeper with an auxiliary engine. Enter the following information for the sweeper auxiliary engine if 50 hp or greater.

Sweeper Aux. Engine Manufacturer	Engine Model Year	Engine Family Number	Engine Tier	Hour Meter Reading	Reading Date
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Is the manufacturer's gross vehicle weight rating greater than 26,000 lbs.? ☐ Yes ☐ No

Fuel/drive train type, check one ☐ Diesel ☐ CNG/LNG ☐ Propane ☐ Diesel Fuel Efficient Hybrid ☐ Other Fuel Efficient Hybrid

**PM Filter or Other Compliance Option (select only one)**

- ☐ None (Select this option if you do not have a PM filter and are not claiming an extension for this vehicle.)
- ☐ Ag Specialty (Opt-in period closed)..... Enter area of operation for vehicle being replaced (☐ Outside SJV ☐ Statewide)
- ☐ Ag Mileage (Opt-in period closed, report miles)-----→
- ☐ Low Mileage Const. (Opt-in period closed, report miles)\_\_\_→
- ☐ Low-Use (1000 miles/yr) or ☐ (0 mi./yr), report miles/hrs.\_\_→
- ☐ Log Truck Phase-in
- ☐ NOx Exempt Area
- ☐ Manufacturer Delay of PM Filter Ordered before Sept 1. ....Date ordered \_\_\_\_\_
- ☐ PM Filter Original Equipment...If publicly funded provide the Contract Start Date: \_\_\_\_\_ and Contract End Date: \_\_\_\_\_
- ☐ PM Filter Retrofit (Complete the following PM filter information for the ARB verified PM filter retrofit)

Odometer reading \_\_\_\_\_ Date: \_\_\_\_\_

Hub-odometer serial # (if applicable : \_\_\_\_\_)

Hour meter (if low-use & work done when stationary): \_\_\_\_\_

2012 emergency use      Miles \_\_\_\_\_ Hours \_\_\_\_\_

2012 out of state use      Miles \_\_\_\_\_ Hours \_\_\_\_\_

PM Filter Manufacturer	PM Filter Family Name	Serial/ Part #	Date Installed
Installer Company Name	Installer City, State, Country	Zip Code	Installer Phone Number

If the retrofit PM filter was publicly funded, enter funding contract period? Contract Start Date: \_\_\_\_\_ Contract End Date: \_\_\_\_\_

**I attest the information provided in this form is true and correct.**

Print Name of responsible person*	Title of responsible person
Signature of responsible person*	Date*

**Vehicle Body Types:** Beverage Tractor, Beverage Truck, Box Reefer Tractor, Box Reefer Truck, Box Van Tractor, Box Van Truck, Bucket, Boom, Bus Other, Bus School, Bus Shuttle, Cab & Chassis, Car Carrier, Concrete Mixer, Concrete Pump, Cotton Module Mover, Crane less than 35ton, Crane 35ton or more, Drill Rig, Dump Truck, Dump Tractor, Dump Transfer, Expeditor Hot Shot, Farm Grain, Feed Truck On Farm, Flatbed Tractor, Flatbed Truck, Service Fuel Lube, Garbage Refuse, Garbage Transfer, Hay Squeeze, Hay Tractor, Hay Truck, Hopper Grain Tractor, Lettuce Truck, Livestock Tractor, Livestock Truck, Lowbed Tractor, Motor Coach, Nurse Truck Other, Nurse Truck Supplies Crop Dusting Aircraft, Other Tractor, Other Truck, Parcel, Pickup Bed, Service Utility Mechanic, Silage Harvest, Silage Other, Spray Truck, Spreader Tractor, Spreader Truck, Sweeper 1 Engine, Sweeper 2 Engine, Tank Truck, Tanker Truck, Tow Truck: Roll Back, Tow Truck: Wrecker, Tractor, Tractor Various, Log Tractor, Log Truck, Vacuum Truck, Water Truck, Yard Goat

**Form 112b****2013 Truck & Bus Regulation  
Vehicle Information Form Instructions**

If this is the first time you are reporting skip to the vehicle information section and this form for each vehicle and submit it with the Owner Information Form (112a). If you are reporting changes to the fleet (any time after January 1, 2012) enter your TRUCRS ID, check one of the three boxes at the top of the form to identify the changes you are making.

**Vehicle Information**

Enter VIN, optional fleet vehicle identifier, body type (at bottom of form), model year, manufacturer, license plate number, state or province of registration. Next, enter engine manufacturer, engine model year, engine family number, and engine model.

If reporting the auxiliary engine of a two engine sweeper, enter Manufacturer, Model Year, Family Number, and Tier. Also, if the auxiliary engine is Tier 0, enter the Hour Meter reading and date, otherwise skip.

Check 'Yes' if the gross vehicle weight rating (GVWR) is more than 26,000 lbs., 'No' if not. You must check one of the boxes for fuel type, even if it is diesel.

**PM filter or other compliance option**

This section identifies the compliance options you can use. Check the appropriate box if any apply, and only select one per vehicle. The following options are available to select:

Ag Mileage (Opt-in period closed)  
Ag Specialty SJV (Opt-in period closed)  
Ag Specialty Statewide (Opt-in period closed)  
Low Mileage Construction (Opt-in period closed)  
Log Truck Phase-in  
NOx Exempt Area  
Manufacturer Delay of Order Placed before Sept 1.  
PM Filter Original Equipment (most 2007 model year or newer engines)  
PM Filter Retrofit

Any of the above compliance options labeled as "Opt-in period closed" only are closed to new applicants and are only available to fleets that are replacing vehicles that were reported in early 2012 and met the reporting and compliance requirements. Several of the options require the mileage and date information. If a hub-odometer is being used, enter hub-odometer serial number. Finally for low-use vehicles that also perform work while stationary, you must enter the hour meter reading and date. If public funds were used to pay all or part of the cost of the vehicle, engine, or retrofit PM filters, then enter the dates for the funding contract period. If you identify a compliance option that is not available to you, your truck information will be saved but the option you select will not be accepted and your fleet may not be in compliance. If you are not sure of the compliance requirements please seek clarification.

If you have a PM filter retrofit, you must complete the PM filter retrofit section. Enter the verified diesel emissions control system (VDECS) manufacturer, VDECS Family Name, Serial or Part Number, Date Installed, Installer Company Name, City, State, Country, Zip Code, and Phone Number.

**Signature**

Be sure to sign the bottom of the form. Print name and title of responsible person, sign and date to complete the form.

Mail the owner information form and a vehicle information form for each vehicle to:

Truck & Bus Reporting, 5th Floor  
PO BOX 2815  
California Air Resources Board  
Sacramento, CA 95812

If you have any questions or need help completing the forms, please contact us at 866-6DIESEL (866-634-3735) or by email at: 8666diesel@arb.ca.gov.